

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	04/14/09-04/25/09
Total Expense Amount	280.14
Amount Due Employee	280.14
Form ID	TEA000465134

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/14	Parking, Auto	15.00	✓
2)	04/18	Parking, Auto	15.00	✓
3)	04/22	Lodging	120.99	✓
4)	04/25	Gasoline	4.95	✓
5)	04/25	Parking, Auto	15.00	✓

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

Approved
by:

Michael F HARRIS

Travel & Expense Account Summary

Employee Name Ruth COLEMAN
Expense Dates 04/14/09-04/25/09
Report Name April 09

Request Total \$ 280.14
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **280.14**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	04.25.09 SM	47.95
Regular Travel	04.22.09 Yosemite	160.99
Regular Travel	04.08.09	43.00
Regular Travel	04.14.09	28.20

NOTE: (d)=Direct Charge

DATE	Tue Apr 14									TOTAL
Parking, Auto	15.00									15.00
Mileage, Personal Auto	13.20									13.20
TOTALS \$	28.20									28.20

DATE	Sat Apr 18									TOTAL
Breakfast	6.00									6.00
Parking, Auto	15.00									15.00
Mileage, Personal Auto	22.00									22.00
TOTALS \$	43.00									43.00

Travel & Expense Account Summary

DATE	Wed Apr 22	Thu Apr 23								TOTAL
Dinner	18.00									18.00
Lodging	120.99									120.99
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	138.99	22.00								160.99

DATE	Sat Apr 25									TOTAL
Breakfast	6.00									6.00
Gasoline	4.95									4.95
Parking, Auto	15.00									15.00
Mileage, Personal Auto	22.00									22.00
TOTALS \$	47.95									47.95

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	04.14.09	04/14/09	Parking, Auto	15.00	Cash
Regular Travel	04.14.09	04/14/09	Mileage, Personal Auto	13.20	Cash
Regular Travel	04.08.09	04/18/09	Breakfast	6.00	Cash
Regular Travel	04.08.09	04/18/09	Parking, Auto	15.00	Cash
Regular Travel	04.08.09	04/18/09	Mileage, Personal Auto	22.00	Cash
Regular Travel	04.22.09	04/22/09	Dinner	18.00	Cash
Regular Travel	04.22.09	04/22/09	Lodging	120.99	Cash
Regular Travel	04.22.09	04/23/09	Breakfast	6.00	Cash
Regular Travel	04.22.09	04/23/09	Lunch	10.00	Cash
Regular Travel	04.22.09	04/23/09	Incidentals	6.00	Cash
Regular Travel	04.25.09 SM	04/25/09	Breakfast	6.00	Cash
Regular Travel	04.25.09 SM	04/25/09	Gasoline	4.95	Cash
Regular Travel	04.25.09 SM	04/25/09	Parking, Auto	15.00	Cash
Regular Travel	04.25.09 SM	04/25/09	Mileage, Personal Auto	22.00	Cash